



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS AIR FORCE SPACE COMMAND**

8 Mar 99

**MEMORANDUM FOR AFSPC CONTRACTING OFFICES**

**FROM:** HQ AFSPC/LGC  
150 Vandenberg St Ste 1105  
Peterson AFB CO 80914-4350

**SUBJECT:** INFO.LTR 99-11, Clearance Packages for Price Performance Trade-Off

1. This information letter, INFO.LTR 99-01 is directive in nature for all AFSPC contracting offices and is issued under Special Publication System, AFSPC 64-101, for Specialized Contracting Publications.
2. The purpose of this letter is to clarify what information must be included in Clearance packages when Performance Price Trade-Off procedures are being used. When the purpose of the Clearance is to award without discussions, completed past performance questionnaires must be included in the package for the prospective awardee, all offerors with lower prices and the offeror with the next higher prices. However, if the purpose of the clearance is approval to release the Request for Final Proposal Revisions (FPR) then completed questionnaires for all offerors must be included in the Clearance package. Changes to the AFSPC FAR.D1 are attached.
3. If you have any questions, contact Ms. Barbara Bumby at DSN 692-5251.

ERIC M. HODGES, Lt Col, USAF  
Chief, Policy/Clearance Branch

Attachment:  
AFSPC FAR. D1 Changes

GUARDIANS OF THE HIGH FRONTIER

## **5301.9007 Content of the Request for Clearance (RFC).**

**5301.9007(a) Related Documents.** The content for RFCs which have had HQ AFSPC/LGCP solicitation review will consist of copies of all documentation that was not submitted for the solicitation review except as noted below.

(1) The format and content requirements of this section apply to RFCs for "Other Contracting" and should consist of the items listed in AFFARS 5301.9007 plus other documents required by this section (if appropriate).

(2)(i) In noncompetitive actions the preliminary PNM must explain the rationale used to arrive at the government cost objective by cost element. If appropriate, a maximum negotiation position will be included. When a maximum negotiation position is included, it shall be set forth in a tabular format by major elements of cost and profit showing the proposed, objective and maximum positions. The reasons for the potential variances of the maximum position from the objective position will be explained by cost element.

(ii) For competitive actions, the evaluation notices depicting Deficiencies, and Weaknesses and Evaluation Narrative for each offer. If the outcome of the evaluation notices is not apparent from the forms themselves, an explanation will be required in the evaluation narrative (AFSPC FORM 61) explaining the status of the the evaluation notices prior to the time the contracting officer is requesting clearance. If the Request for Clearance requests approval to award without discussions, include the final Proposal Analysis Report (PAR) or Source Selection Evaluation Board (SSEB) Evaluation Report, including a cost assessment section.

(3) The proposed contract as referenced in AFFARS 5301.9007(b) will consist of: all the documents from the solicitation that will become the resultant contract. Changes made by amendments will be done by changed **sheets** to the solicitation. **Changed pages will show the amendment number (IAW DFARS 204.7004), date of change and a vertical line identifying the part that was changed.** The latest changed page(s) will be included in the proposed contract.

(4) Solicitation/Contract File Folder Index (AFSPC Form 33) will be used and will include all items checked on the form. Packages being submitted for clearance do not require an additional legal review, for purposes of granting the clearance. However, the legal review on the solicitation does not suffice as the legal review prior to award. That review should be done prior to prior the contracting officer's signature on the award document. Ensure the following documents are also included with the file:

(i) Abstract of offers, if applicable.

(ii) Subcontracting plans, including appropriate reviews and recommendations.

(iii) Buying activity cleared review committee comments, if the package was reviewed at AFSPC/LGC. (See AFSPC FAR.D1, 5314.202-6(a) and AFSPC FAR.D1, 5315.205-9500 for AFSPC/LGC review procedures).

(5) Offerors' proposal.

(i) In noncompetitive acquisitions, submit the offeror's complete proposal.

(ii) In competitive acquisitions, proposals need not be submitted.

(6) Completed Past Performance Questionnaires.

(i) When using Source Selection procedures in accordance with AFFARS 5315.3, completed questionnaires for all offerors must be submitted.

(ii) When using the Performance Price Trade-Off procedures and award is to be made without discussions, submit only completed past performance for the prospective awardee, all offerors with lower prices and the offeror with the next higher price.

(iii) When using the Performance Price Trade-Off procedures and the purpose of the clearance is approval to release the Request for Final Proposal Revisions (FPR) then completed questionnaires for all offerors must be submitted.